



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 153.9
A738S Armstrong, Thomas
7 Kinds of Smart: Identifying and Developing Your Multiple Intelligences. Revised and Updated with Information on Two New Kinds of Smart. Plume, 1999. *I hope one of them is smart-aleck.*
- 686.2255
M466P May, Debra Hart
Proofreading Plain and Simple. Career Pr., 1997. *With this method you avoid the use of any purely decorative proofreading marks.*

COMMUNICATION

- 153.6
E41G Elgin, Suzette Haden
The Gentle Art of Verbal Self-Defense at Work. Prentice Hall Pr., 2000. *If this doesn't work, I'm going to try Tongue-bo.*
- 428.2
F495N Fine, Edith H. and Judith P. Josephson
Nitty-Gritty Grammar: A Not-so-Serious Guide to Clear Communication. Ten Speed Pr., 1998. *Just don't laugh so hard that you split your infinitives.*
- 808.0666
Z49T Zeleznik, Julie M.
Technical Writing: What It Is and How to Do It. Learning Express, LLC, 1999. *Join Jason and the Jargon-nots in their search for the perfect user manual.*

MANAGEMENT

- 158.4
C873N Covey, Stephen R. and A. Roger Merrill and Dewitt Jones
The Nature of Leadership. Franklin Covey Co., 1998. *I'm not sure if you'll find the bottom line above or below the tree line.*
- 658
D751S Downs, Alan
Seven Miracles of Management. Prentice Hall Pr., 1998. *The most useful one is the ability to cater any staff function with a single loaf of bread.*
- 658.45
F157L Fahlman, Clyde
Laughing Nine to Five: The Quest for Humor in the Workplace. Steelhead Pr., 1997. *I suppose banana peels in the hallway might become a safety issue - too bad.*
- 331.2
F855W Freeman, Richard B. and Joel Rogers
What Workers Want. Cornell University Pr., 1999. *Whatever fits on the biggest silver platter you can find.*

- 658
F919P Fritz, Robert
The Path of Least Resistance for Managers: Designing Organizations to Succeed. Berrett-Koehler Pub., 1999. *Don't you hate it once you finally get everyone moving in the right direction and you get sidetracked by one of those hallway cul-de-sacs.*
- 658.3
H314F Harris, Jim and Joan Brannick
Finding and Keeping Great Employees. AMACOM, 1999. *My advice is to find out where great employees gather and if there happens to be a sofa there, to reach around in the sides and under the cushions to see if any got stuck.*
- 650.1
H699P Hoffman, Harry
The Pocket Mentor: Essential Advice for Aspiring Executives. Andrews McMeel Pub., 1998. *Actually, it's a suitcoat or sports jacket inside pocket mentor, or a handbag or small to medium size purse mentor, as well as, of course, a briefcase mentor...*
- 658.4063
J79I Jones, Tom E.
If It's Broken You Can Fix It: Overcoming Dysfunction in the Workplace. AMACOM, 1999. *I think a little more duct tape on that procedure and we'll be okay*
- 658.314
L273A Langdon, Danny
Aligning Performance: Improving People, Systems, and Organizations. Jossey Bass, 2000. *Remember - you want to have all the desks pushed forward just in case it's only a front end alignment.*
- 352.4214
W876L Wood, Len
Local Government Dollars and Sense: 225 Financial Tips for Guarding the Public Checkbook. The Training Shoppe, 1998. *This could bring you substantial knowledge accrual on this subject - even beyond the current fiscal year.*
- 658.30084
Z53G Zemke, Ron, Claire Raines and Bob Filipazak
Generations at Work: Managing the Clash of Veterans, Boomers, Xers, and Nexters in Your Workplace. AMACOM, 2000. *Whatever happened to the good old days when you just had whippersnappers.*

WORK ENVIRONMENT

- 650.1
G876C Groppeo, Jack
Corporate Athlete: How to Achieve Maximal Performance in Business and Life. John Wiley and Sons, Inc., 2000. *All you have to do is make room for another treadmill.*
- 153.6
I575T Inman -Ebel, Beverly
Talk Is Not Cheap: Saving the High Cost of Misunderstanding at Work and Home. Bard Pr., 1999. *Especially since on most types of miscommunications you can't use double coupons.*
- 658.8
P658O Pinskey, Raleigh
101 Ways to Promote Yourself. Avon Bks., 1997. *Just wait till I start wearing that "Here I Am" T-shirt.*
- 650.13
W187W Wall, Bob
Working Relationships: The Simple Truth About Getting Along with Friends and Foes at Work. Davies-Black Pub., 1999. *Personally, I don't think it is all that simple. For example, if you're in a room with some of each you have to be very careful which way you're pointing your cold shoulder.*